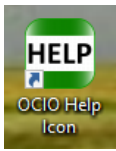
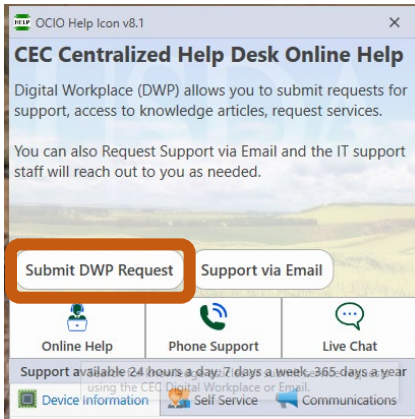


Steps to Request Installation of “Above Core” software through the OCIO-CEC’s DWP

Double-Click the OCIO Help Icon on your desktop

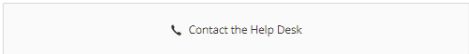
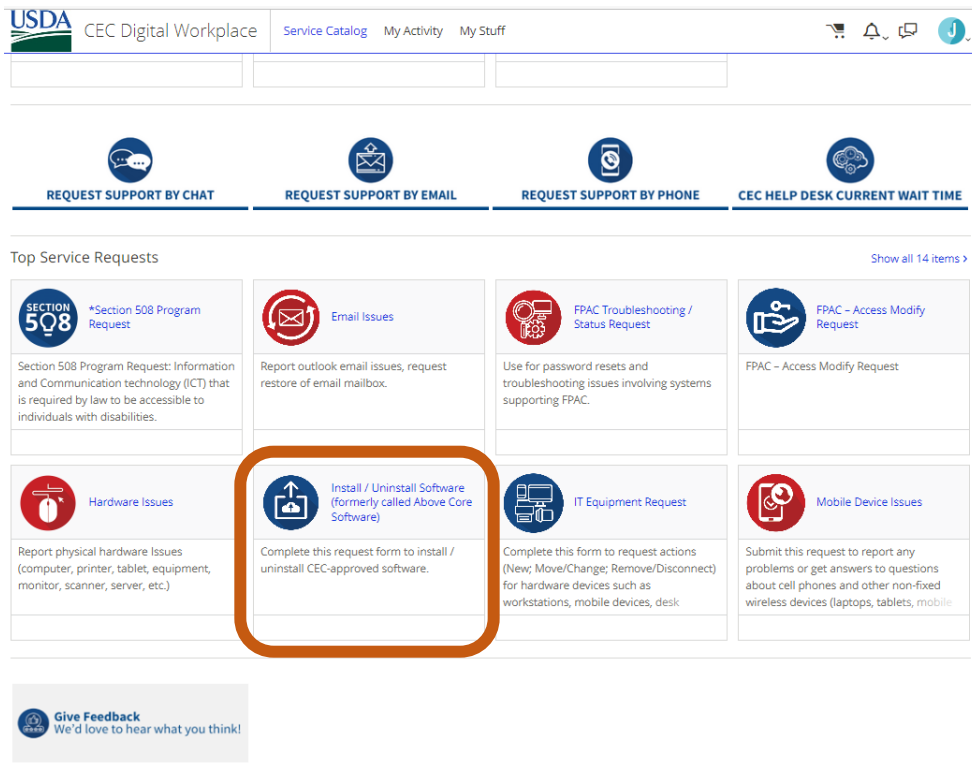


Hover over the Online Help icon and Click **Submit DWP Request**




You’ll be signed in through the single sign-on eAuth process to the *CEC Digital Workplace* home page...

Scroll down to the “Top Service Requests” section and Click “Install/Uninstall Software...”



Select the appropriate action/install options (for yourself, install), and choose either "Yes" or "No" for "Do you need Agency Specific Software". Click the "Name of Software" "Select" dropdown, and in the "Filter:" header, start typing the name of the software (.e.g. "Autodesk", "HEC-HMS", "MAGNET", etc.). You'll have to experiment with the "Yes/No" selection and names to possibly find what you're looking for. If what you're looking for doesn't populate, leave the agency-specific option set to "No", and enter/select "Other" for the name of the software.

< Service Catalog Checkout ☆ Favorite → Share

 Install / Uninstall Software (formerly called Above Core Software)

Request for	Quantity
James Reedy	1

This service was formerly called "Software Base Install"

Attachments

or drag and drop files here

Supported files:
mp4, csv, msg, jpeg, jpg, doc, rar, ppt, xls, bmp, xlsx, vsd, txt, tif, docx, png, tiff, vsdx, zip, pdf, avi, ai, wmv, pptx, gif, psd or xlsx
Maximum file size:5.00 MB
Maximum file count:3

Is this action for yourself? (required)

Yes
 No

Name:

Company:

Region:

Site:

Site Group:

Is this for an install or uninstall? (required)

Install
 Uninstall

Do you need Agency Specific Software (required)
If you are not sure, select No and do the search. If you do not find the Software title you can select Yes and do the Agency Specific Search.

Yes
 No

Agency Specific Software: (required)
The search filter can be used to find your software by clicking on the drop down arrow in the Select field and typing in the first letters of the software.

Version of Software:

Date of Requested Action

Comment Box

Populate the Software name, version, date, etc. as shown here (this example is for MAGNET Tools). Enter the CRQ # if known (can be found by searching the [CEC-OCIO ITR Software](#) SharePoint):

Do you need Agency Specific Software (required)

If you are not sure, select No and do the search. If you do not find the Software title you can select Yes and do the Agency Specific Search.

- Yes
- No

Name of Software: (required)

The search filter can be used to find your software by clicking on the drop down arrow in the Select field and typing in the first letters of the software . If the software is not in the list, select "Other". You will then be prompted to type in the name of the software.

Name of Software not listed (required)

Enter Software Name that not found in list.

Version of Software:

Date of Requested Action

Comment Box

Click